



MIDDLE GEORGIA REGIONAL LIBRARY

EMPLOYMENT OPPORTUNITY

Branch Manager

Charles A. Lanford, M.D. Library | Macon, GA

\$54,810 per year

Do you want to make a measurable and visible difference? Do you have a passion for developing and delivering public-facing library services? If you have a strong commitment to public service, excellent supervisory skills, and a track record of success working with lifelong learners, then Middle Georgia Regional Library invites you to apply for the position of Charles A. Lanford, M.D. Library Branch Manager.

The ideal candidate for the Branch Manager position is an experienced, responsible, creative, and enthusiastic team-builder who embraces and thrives in an active, fast-paced, and culturally complex environment. This position will lead a staff of enthusiastic and committed paraprofessionals in fulfilling the Library's mission "to connect all people to the information necessary to improve their lives through excellent services and materials."

Our work culture:

Middle Georgia Regional Library fosters a collaborative culture where teamwork is necessary to make a difference. Our staff is the engine that drives our award-winning facilities, innovative programming, and extensive collections.

Varied backgrounds, identities, and experiences bring unique strengths and perspectives to our team. We embrace each member's unique identity to ensure our service reflects our culturally complex community.

Staff at MGRL enjoy a generous benefits package which includes 20 days of vacation

leave, 10 days of sick leave, 11 paid holidays, membership in the Teachers Retirement System of Georgia, and medical insurance through the State Health Benefit Plan.

Our Community:

Middle Georgia Regional Library is anchored in Macon, Georgia. Macon is a vibrant community that values education, lifelong-learning, and is highly invested in library service. The community has a rich history, incredible architecture, stunning southern charm, and a soulful musical heritage. The city is home to 5 colleges and universities, 6 museums, sports teams, Ocmulgee National Monument, and numerous parks and festivals. Macon has all of the benefits of a large city with a small town cost of living.

Position summary:

This is a professional Librarian position, which requires a Master's degree in Library Science. The Charles A. Lanford, M.D. Library Branch Manager will plan for long-range library growth, and administer and direct daily library operations. Of utmost importance is exceptional patron service and commitment to effective library services, programs, and technology.

The Branch Manager is responsible for upholding all MGRL policies for staff and patrons. This position is responsible for budgeting, collections, and required statistical and financial reports. The ideal candidate will be a knowledgeable and enthusiastic team leader with a strong commitment to public service.

Additional information:

This position works under the supervision of the Head of Branch Services and within the parameters of the strategic plan. They have broad decision-making responsibilities for routine operational matters and some decision-making responsibilities for non-routine matters.

The successful candidate will have experience and/or knowledge of a variety of library services and activities. The position requires a high degree of flexibility to produce services that are relevant and accessible to each segment of the population that we serve. They will build community relationships and contribute to community goals.

This position will enjoy significant support to attain these goals at Middle Georgia Regional Library with an enthusiastic and committed staff of paraprofessionals, professionals, and management.

Essential duties and responsibilities include the following. Other duties may be assigned.

- Interprets, implements, and recommends library policies and procedures.
- Maintains communication with the local community to develop effective library services.
- Provides advice and consultation to the Head of Branch Services concerning the collection development policy and long-range planning.
- Conducts reference interviews with patrons to address special research needs.
- Administers the Branch budget.
- Conducts public relations programs to increase public awareness and support of library programs and services.
- Supervises operation of the integrated automated library system.
- Oversees training for automated library systems.

- Participates in professional conferences and workshops to keep informed of changes in the library field.
- Assists in reference acquisitions work as necessary.

Qualifications:

- Master's degree in Library Science from an accredited university **or** be eligible for a Georgia Librarian License within one year is required.
- At least one year experience working with the public is required.
- Supervisory experience is strongly preferred.

Salary:

- Starting at \$54,810, depending on qualifications.

Benefits:

- Vacation (accrual starting at 20 days per year)
- Sick Leave (10 days per year)
- 11 paid holidays per year
- Macon-Bibb County life insurance
- Teachers Retirement System of Georgia defined benefit retirement plan (401A) - 6% employee contribution, 20.78% employer contribution
- State Health Benefit Plan (medical insurance)

To apply:

E-mail resume, cover letter, contact information for three references, and MGRL employment application (found at <https://shorturl.at/cowzY>) to jobs@bibbplib.org.

Incomplete applications will not be considered.

First review of applicants is Friday, November 7, 2025 at 12:00 PM.

Anticipated start date is January 20, 2026.